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**Application**  
**for**  
**Problem-Solving Court**  
**Certification**

**Submitted by:**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Signature of Coordinator

of

\_\_\_\_\_  
Name of Court

\_\_\_\_\_  
Date





**Please submit your policy and procedures manual, all forms and the following information as attachments to your application at least thirty (30) days prior to the court's scheduled review date as required by the Sec. 6 of Problem-Solving Court Rules (PSCR). If any of the information described in an attachment is included in the court's policy and procedure manual, please reference its location in the policy and procedure manual on the application form.**

**Attachment A: Problem-Solving Court Goals and Objectives (PSCR Sec. 14(a)(2))**

This attachment must include a description of the problem-solving court goals and objectives. Each program goal should include measurable objectives and should reflect the court's current operations.

**Attachment B: Organizational Plan (PSCR Sec. 14(a)(3))**

This attachment must include an organizational chart and a description of the court's operational and administrative structure to include:

**Problem-Solving Court staff and team members** (name, agency, address, telephone and fax numbers, e-mail address)

**Treatment provider information** (name, agency, address, telephone and fax numbers, and e-mail address for each treatment agency providing services to participants)

**Referring courts** (names of other courts referring or transferring cases to the problem-solving court)

**Attachment C: Policy and Procedures Manual (PSCR Sec. 14)**

This attachment must include a current copy of the problem-solving court policy and procedure manual. The policy and procedures manual should incorporate the principles of problem-solving courts, the ten (10) key components of drug courts if applicable, and include information related to participant eligibility, the screening and referral process, program services and requirements, graduation criteria, case management procedures, judicial interaction, team meetings and court session schedule, incentives and sanctions, compliance monitoring, confidentiality policies and termination procedures. It should also include all problem-solving court forms, such as the participation agreement, consent for release of confidential information, orientation information, and referral agreements.



**Attachment D: Eligibility Criteria (PSCR Sec. 18)**

This attachment should include a detailed description of the legal eligibility for problem-solving court participation under IC 33-23-16-13(3) and the Problem-Solving Court Rules as well as any other factors taken into consideration when determining eligibility.

**Attachment E: Principles of Effective Interventions and Evidence-Based Practices (PSCR Sec. 14(a)(3)(I))**

This attachment must include a description of how the problem-solving court has implemented each of the eight principles of effective interventions as well as incorporated evidence-based practices into the daily operations of the problem-solving court.

**Attachment F: Estimated Budget (PSCR Sec. 15(c))**

This attachment must include the estimated problem-solving court budget including all projected income (user fees, grants, county general funds) and expenses. All fees must be assessed and collected in compliance with Sec. 16 and Sec. 26 of the Problem-Solving Court Rules.

**Attachment G: Treatment Provider Information (PSCR Sec. 14(b)-(c))**

This attachment must include information for each treatment provider that will provide substance abuse treatment and mental health services to problem-solving court participants. Appropriate information includes marketing and advertising materials, documentation of certification by the Division of Mental Health and Addiction or certification, licensure, or accreditation by an equivalent certifying agency, the credentials of individual counselors providing substance abuse treatment services and a copy of the referral agreement for each provider.

**Attachment H: Contractors (PSCR. Sec. 14(d))**

This attachment must include information on each contractor and a copy of their contract with the court. If the problem-solving court is not using contractors this attachment does not apply.

**Attachment I: Problem-Solving Court Staff Requirements (PSCR Sec. 12)**

This attachment must include documentation that the problem-solving court coordinator, each case manager and any volunteer who performs one or more job functions of the coordinator or a case manager complies with Sec. 12 of the Problem-Solving Court Rules.